



JOB DESCRIPTION

Position Title: **Manager**

Working Area: **Stormwater Division**

Class Code: 4501

Exempt

EEO Code: 02

Effective Date: August 30, 2002

Major Function

Administrative and supervisory work involving the responsibility for the day-to-day management and implementation of the Seminole County Stormwater Program.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Develops, recommends and implements the Stormwater Plan that delineates all current and future stormwater requirements to meet the Federal, State and Water Management District and County Comprehensive Plan.

Defines the resources needed to fulfill the stormwater requirements and develop funding options. Completes grant applications for funds offered through federal, state, and the water management district.

Recommends and assists in the development, coordination and implementation of the County Stormwater Capital Improvement Work Program, projects and standard operating procedures in accordance and in conjunction with all federal, state and water management districts, County Departments and the Comprehensive Plan.

Provides intergovernmental coordination with the municipalities within the County and conducts frequent meetings with all agencies to foster the development of a unified stormwater management plan. Meets with various civic groups with the educational goal of providing a background of the stormwater needs.

Identifies and assists in the acquiring of real estate interest for stormwater needs to maintain and enhance the level of service in accordance with the approved stormwater plan.

Coordinates with other County departments, state, and federal agencies as required to provide engineering services or complete engineering projects as assigned.

Initiates and effectively recommends for final approval by the Department Director, for hiring, termination, performance evaluations, disciplinary and/or commendatory actions for assigned personnel.

Provides program management for the stormwater program. Prepares and recommends annual budget and controls expenditures for the stormwater program.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Extensive knowledge of stormwater methods, practices, and construction administration. Knowledge of applicable State Statutes regarding stormwater management.

Ability to effectively administer and manage stormwater drainage construction project and to determine water quality levels as established by the Federal Government and the State of Florida. Ability to communicate effectively, both orally and in writing, with elected officials, architects, engineers, contractors, and job site personnel. Ability to make presentations before large and small groups. Ability to use a personal computer and understand hydraulic/hydrology computer software programs.

Bachelor's Degree in Civil Engineering, or a related engineering field, and five (5) years of responsible engineering experience in the management and development of stormwater drainage systems.

Must possess and maintain registration as a Professional Engineer in the State of Florida.

Must possess and maintain a valid Florida Driver's License.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is generally an office setting with some fieldwork. Most duties are performed while sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment. Duties performed outside the office may require prolonged standing or walking.